

5. Livelihood Assistance

This service caters the identified poor families with existing small business that needs additional capital.

Office or Division:	public employment service office			
Classification:	Complex Transaction			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Individuals needing capital assistance			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Indigency (1 original copy)		Barangay hall		
Project proposal (1 original copy)		Client		
Letter of Intent (1 original copy)		Client		
Photos of the propose business location (2 original copy)		Client		
Accident Insurance for Department Of Labor and Employment applicants (1 photocopy)		Palawan Pawnshop in any branch		
Any government ID 2X2 size (1 original copy)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in to logbook.	Give logbook to applicants	None	5 minutes	<i>Administrative Aide 1</i> (Public Employment Service Office)

1. Apply for livelihood assistance by providing the necessary documents	Check all documents and submit for approval to the Local Chief Executive (LCE)/ Department Of Labor and Employment (DOLE).	None	1 month	<i>Administrative Aide 1 (Public Employment Service Office)</i> <i>Public Employment Service Office Manager (Public Employment Service Office)</i> <i>Department Of Labor And Employment</i>
3. Received livelihood assistance	3. Release of Livelihood assistance	None	2 hours	<i>Administrative Aide 1 (Public Employment Service Office)</i> <i>Public Employment Service Office Manager (Public Employment Service Office)</i> <i>Department Of Labor And Employment</i>
4. Start business	4. Monitor the project.	None	30 minutes	<i>Administrative Aide 1 (Public Employment Service Office)</i> <i>Department Of Labor And Employment</i>
5. Fill up Client Satisfaction Survey (CSS) form and drop at the Feedback box.	5. Request clients to accomplish Client Satisfaction Survey (CSS) form	None	5 Minutes	<i>Administrative Aide 1 (Public Employment Service Office)</i>
TOTAL:			1 month 2 hours and 40 minutes	